



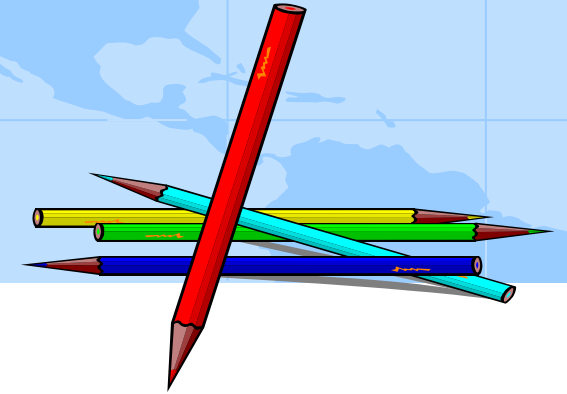
*Welcome to MCB Butler Online Training on*

# **Equal Employment Opportunity and Prevention of Sexual Harassment**

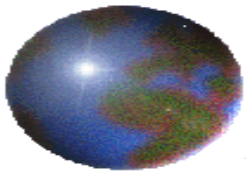
**Equal Employment Opportunity Program  
Civilian Human Resources Office  
MCB Camp S. D. Butler**

*[Click to continue](#)*

# *Introduction*



- ✚ Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment (POSH) training is an annual requirement for all U.S. civilian employees on MCB, Camp Butler.
- ✚ This on-line training fulfills your Annual EEO and POSH training requirement. It will take about 30 minutes to complete.

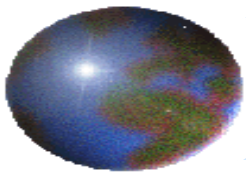


# OVERVIEW

*This online training will cover the following topics:*



- ✚ **Policy on EEO and POSH**
- ✚ **What is Unlawful Discrimination?**
- ✚ **What is Sexual Harassment?**
- ✚ **Creating a Discrimination-Free Workplace**
- ✚ **EEO Complaint Process**

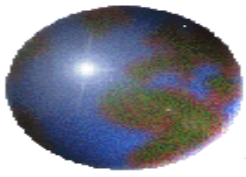


# POLICY ON EEO AND POSH

- ✦ EEO and POSH is an essential element of readiness and is vital in attracting, developing, and retaining a mission-ready workforce.



- ✦ Employees are entitled to be treated fairly on the basis of their merit and ability. Therefore, it is the Department of Navy's policy to prohibit and prevent **unlawful discrimination** and **sexual harassment** throughout the component.

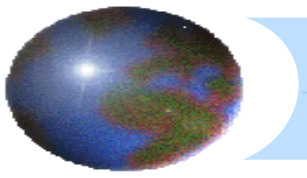


# WHAT IS UNLAWFUL DISCRIMINATION?

*The following acts are considered to be unlawful discrimination:*



- **Job decisions** based on one's Race, Color, National Origin, Sex, Religion, Age, or Disability.
- **Harassment at the workplace** based on one's Race, Color, National Origin, Sex, Religion, Age, or Disability.
- **Retaliation** against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.



# UNLAWFUL DISCRIMINATION

*The following laws prohibit unlawful discrimination:*

- ✚ **Title VII of the Civil Rights Act (1964)**

Prohibits employment discrimination based on **Race, Color, National Origin, Religion, and Sex.**

- ✚ **Age Discrimination in Employment Act (ADEA) (1967)**

Prohibits employment discrimination based on **Age (40+).**

- ✚ **Equal Pay Act (1963)**

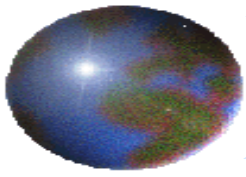
Prohibits Sex-Based Wage Discrimination.

- ✚ **Rehabilitation Act (1973)**

- ✚ **Americans with Disabilities Act (1990)**

Prohibits employment discrimination based on **Mental or Physical Disability.**





# UNLAWFUL DISCRIMINATION

*What the law says about*

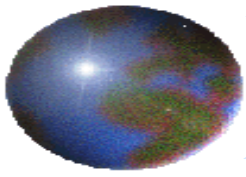
## ***Race/Color Discrimination***

Individuals must not be discriminated at the workplace on the basis of their immutable characteristic associated with race (skin color, hair texture, or certain facial features).

*It is unlawful to:*

- Assign or classify employees according to race or color.
- Segregate or physically isolate people of a certain race or color from other employees or from customer contact.





# UNLAWFUL DISCRIMINATION

*What the law says about*

## *National Origin Discrimination*

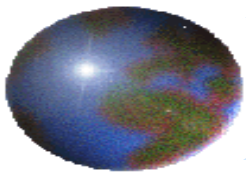
Individuals must not be discriminated at the workplace on the basis of an ethnicity or physical, linguistic, or cultural traits.



*Policies imposing*

- Language requirements
- Weight/height requirements
- Dress limitations

*are considered discriminatory unless business necessity can be proven.*



# UNLAWFUL DISCRIMINATION

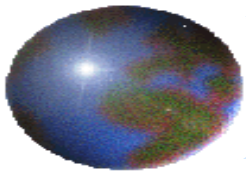
*What the law says about*

## *Religion in the Workplace*



Employers may not treat employees or applicants less - or more - favorably because of their religious beliefs or practices.

- Employees cannot be forced to participate -- or not participate -- in a religious activity as a condition of employment.
- Employers must take steps to prevent religious harassment of their employees.



# UNLAWFUL DISCRIMINATION

*What the law says about*

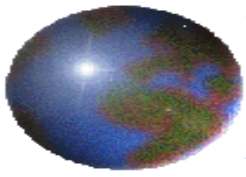
## *Religion in the Workplace*

- When employees request changes in the workplace for their sincerely held religious beliefs or practices, employers must provide **reasonable accommodation**, unless doing so would impose an undue hardship on the employer.

*Reasonable accommodation may include:*

- Flexible scheduling
- Workplace modifications
- Permission to wear religious articles as long as they don't cause a safety hazard
- Modification of grooming requirements





# UNLAWFUL DISCRIMINATION

*What the law says about*

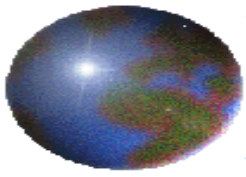
## *Age Discrimination*

ADEA protects individuals who are age 40 or older from employment discrimination based on age.

*It is unlawful to:*

- Place age limitation on job announcements, unless it is a bona fide occupational qualification.
- Deny training or benefits to older workers.





# UNLAWFUL DISCRIMINATION

*What the law says about*

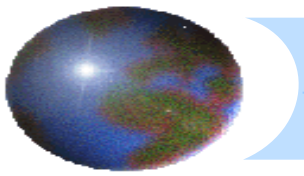
## *Disability*

- Employees' medical information must be kept confidential.
- When a qualified employee requests workplace changes because of a medical condition, the employer must make **reasonable accommodation**, unless it causes undue hardship to the employer.

*Reasonable accommodation may include:*

- Making existing facilities accessible
- Job restructuring, modifying work schedules, reassignment to a vacant position
- Acquiring or modifying equipment or devices.





# UNLAWFUL DISCRIMINATION

*What the law says about*

## *Sex Discrimination*



This includes practices ranging from direct requests for sexual favors to workplace conditions that create a hostile environment for persons of either gender, including same sex harassment.

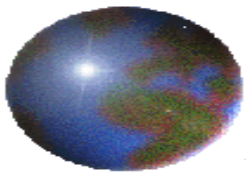
- **Pregnancy-Based Discrimination**

Employers must treat pregnancy, childbirth and related medical conditions in the same way they treat other temporary illnesses.

- **Sexual Harassment**

Sexual Harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act.

The following slides will discuss sexual harassment in further detail.

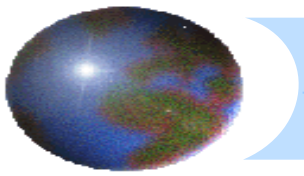


# WHAT IS SEXUAL HARASSMENT?

*Sexual Harassment is conduct that is:*

- Unwelcome
- Sexual in nature and
- Affects working conditions

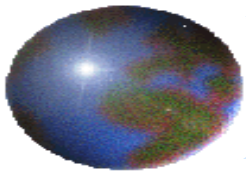




# SEXUAL HARASSMENT

*Sexual harassment can occur in a variety of circumstances, including but not limited to the following:*

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The victim does not have to prove economic injury to file a complaint of sexual harassment.



# SEXUAL HARASSMENT

## *Types of sexual harassment:*

### ✚ **Quid Pro Quo – “This for that”**

Requesting sexual favors in exchange of a job benefit.

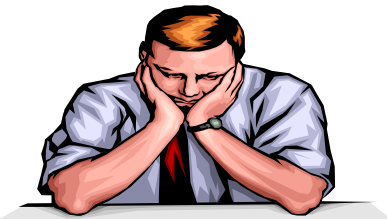
*Example:* “You’ll get a better evaluation if you go out with me.”

### ✚ **Hostile Work Environment**

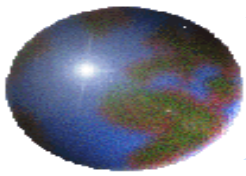
Intimidating or offensive work environment that interferes with an individual’s work performance.

### ✚ **Third Party Harassment**

A conduct that may be consensual between the two parties, but offends a third party who observes the behavior.



*All types of sexual harassment can take form of  
**Verbal, Non-verbal, or Physical Harassment.***



# SEXUAL HARASSMENT

*Examples of Inappropriate Behavior include:*

## Verbal

- Sexual teasing
- Off color jokes or remarks
- Pressure for dates
- Spreading rumors of a sexual nature
- Asking about personal lives

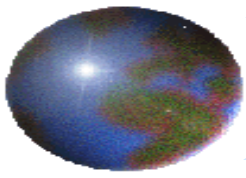
## Non-Verbal

- Offensive gestures
- Letters, drawings, or posters of a sexual nature
- Offensive comments

## Physical

- Brushing up against someone
- Cornering someone
- Massage around neck & shoulders
- Touching a person's clothing, hair or body
- Sitting on someone's lap





# SEXUAL HARASSMENT

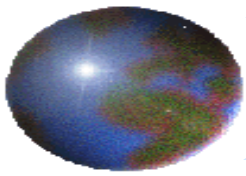
# Remember!!!!

Sexual Harassment violations are based primarily on the **perception** of the victim – **NOT** the intention of the accused.

It's all in the eyes of the RECEIVER.

*"Hey, it was  
just a joke!"*

**IS NOT AN EXCUSE**



# SEXUAL HARASSMENT

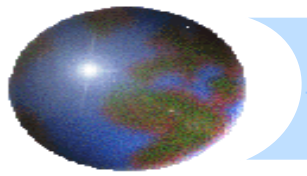
*The Department of the Navy Policy on Sexual Harassment is:*

**ZERO TOLERANCE**

Harasser can be subject to:



- Disciplinary Action
- Termination
- Personal Lawsuit



# CREATING A DISCRIMINATION-FREE WORKPLACE

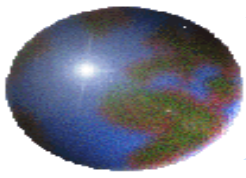
*What should you do if discrimination or sexual harassment occurs?*

**Remember the  
“3R”s**

As an employee, you have the responsibility to:

- ☛ **Respond:** Tell the offensive person exactly how you feel, and why you feel offended.
- ☛ **Record:** If the behavior does not stop or the situation is not resolved, record dates, times, places, witnesses, what was said/done and how it made you feel.
- ☛ **Report** to your supervisor or EEO office.



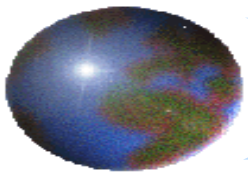


# DISCRIMINATION-FREE WORKPLACE

*It is the responsibility of the supervisor to:*

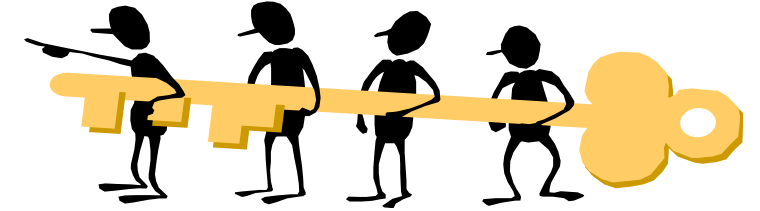
- Clearly communicate to employees that discrimination and sexual harassment will not be tolerated.
- Ensure that employees take EEO and POSH training. (Annual requirement)
- Take immediate and appropriate action when an employee complains.
  - 1) Investigate & evaluate
  - 2) Take action
  - 3) Ensure that problem has ceased
- Ensure no retaliation occurs.





# DISCRIMINATION-FREE WORKPLACE

*Key to Prevention is:*  
*Communication*



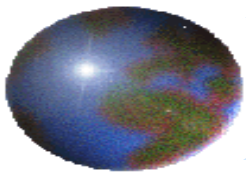
- ✚ **Discuss your negative feelings.** People are often unaware that their intentions are misperceived.
- ✚ **Talk out** problems before they become a larger issue.
- ✚ **Respect** everyone in your workplace.



## *The EEO Complaint Process*

Employees and applicants have the right to file an EEO complaint if they believe they have been discriminated against because of:

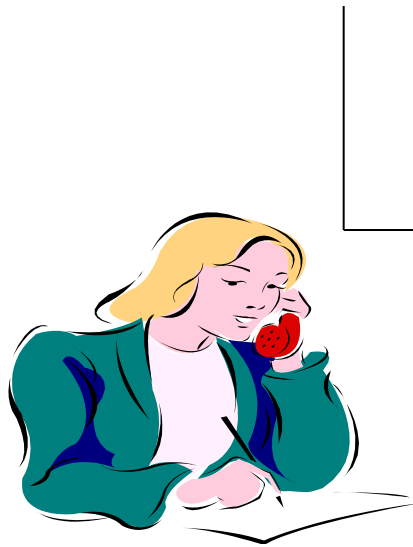
- **Race**
- **National Origin**
- **Sex**
- **Disability**
- **Color**
- **Religion**
- **Age**
- **Reprisal**



# EEO COMPLAINT PROCESS

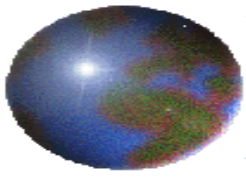
## *How do I file an EEO complaint?*

- The first step is to contact an EEO Counselor at the agency **within 45 calendar days** of the discriminatory action.  
(Start of the “**Informal**” stage)
- You may choose either EEO counseling, or alternative dispute resolution (ADR).



EEO Counselor conducts fact-finding and seeks resolution. (30 days)

ADR: Mediator facilitates discussions between parties to reach a resolution. (90 days)



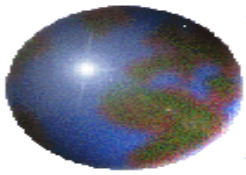
# EEO COMPLAINT PROCESS

*What happens in the EEO Complaint Process?*

## EEO Counseling (“Informal Complaint”): 30 days

- The EEO Counselor will talk to all parties involved for limited fact-finding, and to seek resolution of the problem.
- No determination of merit will be made.
- The Complainant has the right to:
  - Remain anonymous
  - Use official time to talk to the EEO Counselor
  - Have his/her own representative
  - Be free from reprisal
- The Complainant must continue to work at an acceptable level.





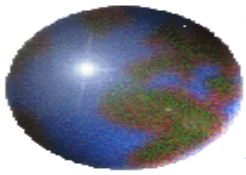
# EEO COMPLAINT PROCESS

*What happens in the EEO Complaint Process?*

## **Alternative Dispute Resolution (ADR): 90 days**

- Complainant may request ADR at any time during the complaint process.
- A neutral third party mediator will be assigned to mediate the case.
- The parties involved will come together to discuss and find a resolution that both parties can agree on.





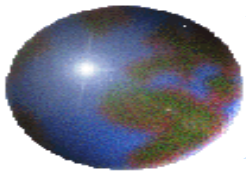
# EEO COMPLAINT PROCESS

*What happens in the EEO Complaint Process?*

## Formal Stage

- The Complainant may file a Formal complaint if the problem is not resolved through EEO counseling or ADR.
- Official investigation will be conducted by DoD Office of Complaints Investigation.
- EEOC Administrative Judge will make the final decision on the case.





# MCB BUTLER EEO OFFICE



**If you wish to file an EEO complaint, or have any questions concerning EEO matters, please feel free to contact the EEO Office.**

## **Equal Employment Opportunity (EEO) Office**

### **Deputy EEO Officer**

Mr. Danny Kealoha , EEO Program Manager

### **EEO Specialist**

Ms. Susan Moyer, EEO Specialist

Unit 35020

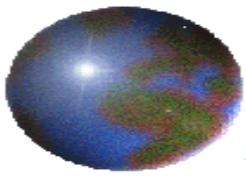
MCB, Camp S. D. Butler

FPO AP 96373-5020

Phone: DSN 645-5422

Fax: DSN 645-7115

Email: [MCBBUTLEREEEO@usmc.mil](mailto:MCBBUTLEREEEO@usmc.mil)

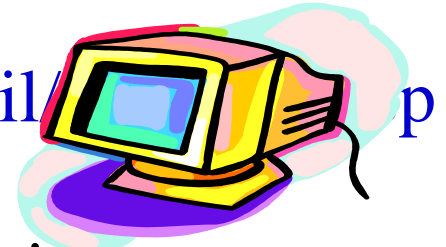


# RESOURCES

*Here are some resources if you wish to learn more about EEO:*

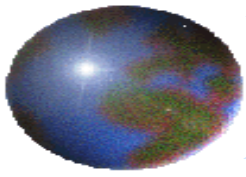
✦ U.S. Equal Employment Opportunity Commission (EEOC) Website:  
[www.eeoc.gov](http://www.eeoc.gov)

✦ MCB Butler CHRO-EEO Website: [www.mcbbutler.usmc.mil](http://www.mcbbutler.usmc.mil)



✦ Computer/Electronic Accommodations Program (CAP) Website:  
[www.tricare.osd.mil/cap](http://www.tricare.osd.mil/cap)

*(provides information on electronic equipment available for accommodating people with disabilities)*



# QUIZ!

Q: An employee or applicant may file an EEO complaint if they feel they have been discriminated on the basis of: (choose all that apply)

A. The correct answers are:

☒ Age

☐ Marital Status

☒ Race

☒ Religion

☒ Sex

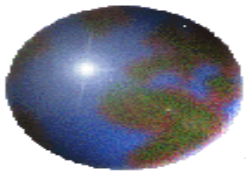
☒ Disability

☒ National Origin

☒ Reprisal

☐ Political Affiliation

☒ Color



# QUIZ!



## *True or False?*

Q: The employer must provide reasonable accommodation for employees' religious practices as well as for their disability.

**A: True**

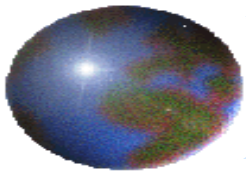
Q: The employer can fire employees who file EEO complaints.

**A: False.**

It is unlawful to retaliate against individuals for participating in EEO activity.

Q: Employees may use official time to visit the EEO office.

**A: True**



# QUIZ!



Q: Sexual Harassment is a form of

A: Sex Discrimination.

Q: The Department of the Navy's policy on Sexual Harassment is

A: Zero Tolerance.

Q: Sexual Harassment is conduct that is:

A: Unwelcome, Sexual in nature, and

Affects working conditions.

Q: Sexual Harassment violations are based primarily on the

A: perception of the victim.

***Congratulations!***



You have completed your annual requirement for EEO and POSH training.

[Click here](#) to send an email to CHRO Iwakuni.

You will not receive a completion certificate but your training record will be updated.